

Approved For Release 2001/04/02 : CIA-RDP78-04007A001000020015-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Director  
THRU: Assistant Director, Collection and Dissemination  
FROM : Advisor for Management, ICAPS  
SUBJECT: Activation of the Office of Security

DATE: 16 January 1947

1. - The attached papers are a recommendation of the Assistant Director for Collection and Dissemination to --

a. Activate the Office of Security, CIG, by 15 February, 1947.

- 25X1A9a b. Designate [REDACTED] Acting Assistant Director pending selection of a permanent Assistant Director.
- c. Establish grades for the Office of Security in accordance with attached recommended Table of Organization.
- d. Procure certain designated individuals from various sources for assignment to the Office of Security.

2. Reasons given for recommending early activation of the Office of Security are increasing activities in the security field, including possible assumption of Security Advisory Board functions, and difficult housing arrangements within CIG.

3. There is no apparent objection to the activation of the Office of Security at any time the Director may deem desirable. It does not appear, however, to be a matter of immediate urgency. The problems referred to can, for some time to come at least, be handled by the Security Branch, OSO, provided that Branch is reasonably well staffed and operating.

4. The grades recommended for the Office of Security are in several cases too high for the responsibilities of the positions involved in relation to responsibilities of other positions set up in the organization. Personnel changes have been made in the recommended Table of Organization downgrading several positions.

5. In connection with the personnel requested --

- 25X1A9a a. No action should be taken to obtain [REDACTED] as Executive Officer with any implication that this position is to be established at a P-6 level. Grade CAF-11 is believed to be the very best which can be established for the position.
- 25X1A9a b. OSO has been attempting to obtain the services of [REDACTED] or [REDACTED] for a key position in that Office. Mr. [REDACTED] on January 14, visited CIG and stated that he was quite satisfied with his present civilian position and that he did not want any job with CIG. Several letters to [REDACTED] relative to a possible position with CIG have remained unanswered.

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c. There is no objection to procurement action in the cases of other individuals at the grade levels indicated.

6. Until such time as we arrive at a final agreement with the State Department in connection with assuming any of the functions of the Security Advisory Board, no steps should be taken by OCD or the Security Branch in connection with the transfer of State Department personnel now carrying on the functions of that Board. In this connection a recent visit to the Budget Bureau revealed that they are quite willing for this matter to be held in abeyance pending further study and arrival at final agreements.

7. Recommend --

- a. That decision be given as to whether it is desired to activate the Office of Security at an early date, or to build up the Security Branch, OCD, to carry on these functions for the time being.
- b. That the proposed Table of Organization be approved as a procurement objective subject to establishing the designated liaison with the Civil Service Commission.
- c. That sufficient qualified operating personnel be recruited as soon as possible to permit the initial operation of security functions, either as an Office or a Branch, and that a ceiling of 50 percent of the overall authorization of personnel be established for procurement purposes until such time as it can be definitely determined that buildup to full strength is necessary.

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- 1. memo dtd 13 Jan 47  
fr Asst Dir OCD
- 2. Tentative T/O, Office of Security